

Required and Mandatory Sources of Supply and Services

All procurement actions, regardless of dollar value, shall use the following sources of supply in the order they are listed.

Supplies

1. Agency Inventory (check our property to see if it's already on hand)
2. Excess From Other Agencies (e.g., DRMO)
3. Federal Prison Industries, Inc. (UNICOR)
4. Products available from the Committee for purchase from People Who Are Blind or Severely Disabled (NIB-NISH)(JWOD)
5. Wholesale supply sources such as **GSA** stock program, the Defense Logistics Agency (DLA), the Department of Veterans Affairs (VA), and military inventory control points
6. Mandatory Federal Supply Schedules
7. Optional Use Federal Supply Schedules
8. Open-Market Commercial Suppliers (including educational and nonprofit institutions)

Services

1. Services available from the Committee for Purchase from People Who Are Blind or Severely Disabled (NIB-NISH)
2. Mandatory Federal Supply Schedules
3. Optional Use Federal Supply Schedules
4. Federal Prison Industries, Inc. (UNICOR)
5. Open Market Commercial Sources (including educational and nonprofit institutions)

Factors to Consider

Does the item meet the government's need?

This is a basic measurement to determine if a required source must be

used. In determining if the item meets the government's need, factors such as, end-function, delivery date, quantity, shipping point, and cost must be considered. Generally, if any of these factors do not meet the government's need, *an exception or waiver* to use the required source may be appropriate.

Exceptions and Factors to Consider

Waivers can be obtained from some sources of supply in order to meet requisitioner's needs. Certain conditions and terms must be met first. To obtain a waiver, you must contact the Contracting Officer to see if your request for waver is valid.

Agency Inventory

Agency Inventory refers to stock items maintained by various Coast Guard Inventory Control Points, such as the Engineering Logistics Center (ELC) in Baltimore, MD, and Aircraft Repair and Supply Center (AR&SC) in Elizabeth City, NC.

The Supply Policy and Procedures Manual (COMDINST M4400.19 (series)) lists other inventory points, and contains management policy and requisitioning procedures.

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